



TORQ Analysis of Human Resources Managers to Human Resources Assistants, Except Payroll and Timekeeping

INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Human Resources Managers	11-3040.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Human Resources Assistants, Except Payroll and Timekeeping	43-4161.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

OUTPUT SECTION:

Grand TORQ:

91

Ability TORQ				Skills TORQ				Knowledge TORQ			
Level			96	Level			88	Level			91
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Finger Dexterity	35	9	50	No Skills Upgrade Required!				Clerical	87	18	90
Perceptual Speed	35	5	53					Customer and Personal Service	71	5	69

LEVEL and IMPT (IMPORTANCE) refer to the Target Human Resources Assistants, Except Payroll and Timekeeping. GAP refers to level difference between Human Resources Managers and Human Resources Assistants, Except Payroll and Timekeeping.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Human Resources Managers	Human Resources Assistants, Except Payroll and Timekeeping	Importance
Oral Comprehension	66	55	78
Written Comprehension	69	59	78
Oral Expression	69	59	75
Written Expression	67	50	72
Near Vision	69	59	72
Speech Clarity	71	46	72



Problem Sensitivity	64	44	68
Speech Recognition	66	51	68
Information Ordering	55	50	65
Selective Attention	39	37	62
Deductive Reasoning	67	51	59
Inductive Reasoning	59	48	59
Category Flexibility	62	53	56
Flexibility of Closure	48	48	56
Perceptual Speed	30	35	53
Finger Dexterity	26	35	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Human Resources Managers	Human Resources Assistants, Except Payroll and Timekeeping	Importance
Active Listening	74	65	86
Reading Comprehension	66	62	81
Speaking	65	58	72
Time Management	67	53	70

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Human Resources Managers	Human Resources Assistants, Except Payroll and Timekeeping	Importance
Clerical	69	87	90
Personnel and Human Resources	73	63	84
English Language	62	61	76
Customer and Personal Service	66	71	69

Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Human Resources Managers	Human Resources Assistants, Except Payroll and Timekeeping	Description	Human Resources Managers	Human Resources Assistants, Except Payroll and Timekeeping
10+ years	9%	0%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	9%	0%
6-8 years	10%	2%	Post-Masters Cert	0%	0%
4-6 years	9%	15%	Master's Degree	0%	8%
2-4 years	10%	25%	Post-Bachelor Cert	0%	0%
1-2 years	20%	33%	Bachelors	49%	22%
6-12 months	26%	10%	AA or Equiv	8%	11%
3-6 months	0%	0%	Some College	12%	23%



1-3 months	0%	11%	Certificate	0%	1%
0-1 month	0%	0%	High School Diploma or GED	19%	32%
None	13%	0%	No HSD or GED	0%	0%

Human Resources Managers

Human Resources Assistants, Except Payroll and Timekeeping

Most Common Educational/Training Requirement:

Short-term on-the-job training

Job Zone Comparison

4 - Job Zone Four: Considerable Preparation Needed

A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.

Most of these occupations require a four - year bachelor's degree, but some do not.

Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

3 - Job Zone Three: Medium Preparation Needed

Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

Tasks

Human Resources Managers

Core Tasks

Specific Tasks

Detailed Tasks

Technology - Examples

Charting software

- AASoftTech Web Organization Chart

Compliance software

- Stratitec TimeIPS

Computer based training software

- Training software

Data base user interface and query software

- Automation Centre Personnel Tracker

- Microsoft Access

Document management software

- Atlas Business Solutions Staff Files

- WinOcular software

Electronic mail software

- Email software

- Microsoft Outlook

Enterprise resource planning ERP software

- Deltek Vision

Human Resources Assistants, Except Payroll and Timekeeping

Core Tasks

Generalized Work Activities:

- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

Specific Tasks

Occupation Specific Tasks:

- Administer and score applicant and employee aptitude, personality, and interest assessment instruments.
- Answer questions regarding examinations, eligibility, salaries, benefits,



- Oracle PeopleSoft

- SAP software

Human resources software

- ADP HR/Benefits Solution

- ADP HR/Profile

- AllNetic Working Time Tracker

- Applicant Tracking Systems ATS software

- Arrow Electronics N/Compass

- Authoria Adviser

- Ceridian software

- Focus software

- Halogen e360

- Halogen ePraisal

- Human resource information system HRIS software

- Inception Technologies InfiniTime

- Infor SSA Human Capital Management

- Lawson Human Resources Suite

- Mdrange Software Xperthire

- Oracle HRIS

- Personnel management software

- QuestionMark software

- Qwiz software

- Sage Software Abra HRMS

- Savitr RecruitX

- Tesseract Benefits Manager

- Tesseract Human Resources Manager

- Ultimate Software UltiPro

- UniFocus Watson Human Resources Manager

- WhizLabs software

Internet browser software

- Web browser software

Presentation software

- Microsoft PowerPoint

and other pertinent information.

- Arrange for advertising or posting of job vacancies, and notify eligible workers of position availability.
- Arrange for in-house and external training activities.
- Compile and prepare reports and documents pertaining to personnel activities.
- Examine employee files to answer inquiries and provide information for personnel actions.
- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Gather personnel records from other departments or employees.
- Inform job applicants of their acceptance or rejection of employment.
- Interview job applicants to obtain and verify information used to screen and evaluate them.
- Prepare badges, passes, and identification cards, and perform other security-related duties.
- Process and review employment applications to evaluate qualifications or eligibility of applicants.
- Process, verify, and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, and classifications.
- Provide assistance in administering employee benefit programs and worker's compensation plans.
- Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations.
- Request information from law enforcement officials, previous employers, and other references to determine applicants' employment acceptability.
- Search employee files to obtain information for authorized persons and organizations, such as credit bureaus and finance companies.
- Select applicants meeting specified job requirements and refer them to hiring personnel.

Detailed Tasks

Detailed Work Activities:

- administer tests to determine qualifications
- answer questions from employees or public
- arrange teleconference calls
- communicate with customers or employees to disseminate information



Spreadsheet software

- Microsoft Excel

Time accounting software

- ADP ezLaborManager
- ADP Pay eXpert
- Data Management TimeClock Plus software
- Exact Software Macola ES Labor Performance
- Kronos Workforce Timekeeper
- Norchard Solutions Succession Wizard

Word processing software

- Microsoft Word
- Nuvosoft Rwiz

Tools - Examples

- Desktop computers
- Notebook computers
- Personal computers
- Scanners

Employees to disseminate information

- compile numerical or statistical data
- distribute correspondence or mail
- enter time sheet information
- evaluate qualifications or eligibility of applicant for employment
- examine files or documents to obtain information
- explain rules, policies or regulations
- fill out business or government forms
- fill out insurance forms
- issue identification documents to employees, members, or visitors
- maintain file of job openings
- maintain inventory of office forms
- maintain job descriptions
- maintain legal forms
- maintain records, reports, or files
- obtain information from individuals
- prepare reports
- provide customer service
- publicize job openings
- request reports or records
- schedule activities, classes, or events
- select applicants meeting qualifications
- take messages
- use computers to enter, access or retrieve data
- use information from previous employers to determine applicant acceptability
- use interviewing procedures
- use oral or written communication techniques
- use word processing or desktop publishing software
- write business correspondence

Technology - Examples

Labor Market Comparison

Description	Human Resources Managers	Human Resources Assistants, Except Payroll and Timekeeping	Difference
Median Wage	N/A	\$ 30,330	N/A
10th Percentile Wage	N/A	\$ 22,350	N/A
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	N/A	\$ 35,550	N/A
90th Percentile Wage	N/A	\$ 39,540	N/A
Mean Wage	N/A	\$ 30,620	N/A



Total Employment - 2007	N/A	510	N/A
Employment Base - 2016	N/A	538	N/A
Projected Employment - 2016	N/A	601	N/A
Projected Job Growth - 2006-2016	N/A	11.7 %	N/A
Projected Annual Openings - 2006-2016	N/A	10	N/A

National Job Posting Trends

Trend for Human Resources Managers

Trend for Human Resources Assistants, Except Payroll and Timekeeping



Data from [Indeed](http://Indeed.com)

Recommended Programs

General Office/Clerical and Typing Services

General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

Maine Statewide Promotion Opportunities for Human Resources Managers



O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
13-1071.02	Personnel Recruiters	93	4	610	\$41,200.00	\$41,200.00	10%	19
11-3041.00	Compensation and Benefits Managers	93	3	200	\$68,560.00	\$68,560.00	2%	5
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	92	4	770	\$43,900.00	\$43,900.00	8%	23
43-4161.00	Human Resources Assistants, Except Payroll and Timekeeping	91	3	510	\$30,330.00	\$30,330.00	12%	10
11-3031.02	Financial Managers, Branch or Department	91	4	2,440	\$67,670.00	\$67,670.00	7%	58
11-3042.00	Training and Development Managers	91	4	140	\$66,670.00	\$66,670.00	7%	4
13-2053.00	Insurance Underwriters	90	3	460	\$56,090.00	\$56,090.00	-1%	12
13-1031.01	Claims Examiners, Property and Casualty Insurance	90	3	1,570	\$49,360.00	\$49,360.00	3%	44
41-1012.00	First-Line Supervisors/Managers of Non-Retail Sales Workers	90	4	930	\$55,220.00	\$55,220.00	-1%	19
11-9131.00	Postmasters and Mail Superintendents	89	3	420	\$55,200.00	\$55,200.00	-5%	10
43-4031.02	Municipal Clerks	89	3	1,190	\$27,650.00	\$27,650.00	9%	37
13-2071.00	Loan Counselors	89	4	60	\$35,110.00	\$35,110.00	-3%	1
23-1022.00	Arbitrators, Mediators, and Conciliators	89	5	40	\$46,160.00	\$46,160.00	2%	1
11-9151.00	Social and Community Service Managers	89	4	970	\$47,760.00	\$47,760.00	12%	33
41-3031.02	Sales Agents, Financial Services	89	4	0	\$65,230.00	\$65,230.00	5%	33

Top Industries for Human Resources Assistants, Except Payroll and Timekeeping

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	8.17%	13,743	12,992	-5.47%
Management of companies and enterprises	551100	6.83%	11,489	13,244	15.28%
Colleges, universities, and professional schools, public and private	611300	5.79%	9,738	10,894	11.87%



Local government, excluding education and hospitals	939300	5.31%	8,935	10,037	12.34%
General medical and surgical hospitals, public and private	622100	4.54%	7,629	8,446	10.71%
Employment services	561300	4.46%	7,507	9,501	26.56%
Elementary and secondary schools, public and private	611100	3.95%	6,644	7,001	5.38%
State government, excluding education and hospitals	929200	3.88%	6,532	6,410	-1.87%
Depository credit intermediation	522100	2.27%	3,826	3,900	1.95%
Management, scientific, and technical consulting services	541600	1.74%	2,932	5,234	78.52%
Department stores	452100	1.71%	2,872	2,826	-1.59%
Nursing care facilities	623100	1.56%	2,623	2,850	8.68%
Junior colleges, public and private	611200	1.05%	1,762	1,947	10.49%
Legal services	541100	0.95%	1,600	1,757	9.84%
Grocery stores	445100	0.93%	1,557	1,699	9.11%

Top Industries for Human Resources Managers					
Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	13.04%	17,765	20,480	15.28%
Local government, excluding education and hospitals	939300	6.34%	8,637	9,702	12.34%
General medical and surgical hospitals, public and private	622100	4.34%	5,911	6,544	10.71%
Depository credit intermediation	522100	3.22%	4,391	4,476	1.95%
Colleges, universities, and professional schools, public and private	611300	3.21%	4,374	4,893	11.87%
State government, excluding education and hospitals	929200	2.33%	3,167	3,107	-1.87%
Employment services	561300	2.03%	2,759	3,491	26.56%
Computer systems design and related services	541500	2.03%	2,759	3,726	35.02%
Management, scientific, and technical consulting services	541600	1.96%	2,674	4,774	78.52%
Office administrative services	561100	1.47%	2,004	2,541	26.79%
Accounting, tax preparation, bookkeeping, and payroll services	541200	1.46%	1,984	2,353	18.60%
Elementary and secondary schools, public and private	611100	1.41%	1,927	2,031	5.38%
Self-employed workers, primary job	000601	1.38%	1,879	2,002	6.54%
Research and development in the physical, engineering, and life sciences	541710	1.26%	1,717	1,832	6.69%



Securities and commodity contracts, brokerages, and exchanges	5231-2	1.22%	1,664	2,458	47.66%
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